

# ATTACHMENT A

DIPLOMA SPECIFICATIONS – Revised Per Addendum 2				
	Emporia State University	Ft. Hays State University	Kansas State University	Wichita State University
Size	8.5" x 11"	8.5" x 11" to be printed from genuine hand engraved steel plates. Impressions are to be clean & sharp in rich black ink.	11" x 8.5" Traditional 11" x 17" College of Veterinary Medicine	8-1/2 X 11
Stock	parchment paper	Sample of the FHSU diploma may be obtained by contacting LuAnn Pfeifer at FHSU 785-628-5832. In addition to the cream color used in the past, FHSU would be interested in seeing 5 different proofs that include different colors, textures and qualities of paper.	American Parchment 65# basis 20" x 26"	65lb. cover French Parchtone, color "natural," by French Paper Company, Niles, Michigan
Seal	School logo and state seal 1 1/2" in diameter gold embossed The remainder of the document shall be printed at the school on a laser printer. Sample may be requested.	2 seals gold	Gold engraved with second color purple foil as PMS 527 or close match.	University name and seal printed using heat-resistant black flat ink and gold foil <i>so the remainder of the document can be printed at the school on a laser printer.</i> Gold foil <u>hot-stamped</u> and <u>embossed</u> ( details on seal solid and modeled. Sample may be requested.
Print	Not applicable	hand engraved steel plates	Steel plate engraved; embossed for name, degree and dateline. Old English Text. Chairman of the Board of Regents and President will have facsimile signatures subject to change. Dean's signature space will be blank for original signature or imprinted at Deans option.	The WSU diploma is designed on a Macintosh computer in QuarkXPress version 4.1 and pho-ready copy will be provided to the printer on a CD disk, with black and gold art separated (the art for the gold drop shadow on the lettering will have to be lined out by hand.  The font used on the diploma is Wedding Text, but many of the letters have been modified in Fontographer version 4.1.1 to make letters easier to read. This should pose no problem for the printer because the letters used on the diploma have been saved as outlines in Adobe Illustrator version 6.0 (so the new font should not be needed by the printer).

<b>Other</b>	Contact for ESU: Andra Baldwin, Degree Analysis, 620-341-5150	Packing should be in boxes identified "FHSU Diplomas-Office of the Registrar" Ship to: Fort Hays State University, Registrar's Office, 600 Park Street, Hays, KS 67601-4099.	Copy for exact wording on diploma will be sent to selected vendor.	Proof required within 30 days after award of contract. Submit to William E. Wynne, University Registrar, 1845 Fairmount, Wichita State University, Wichita, KS 67260-0058. If you have questions, Please call the Registrar at 316-978-3672. Design questions should be directed to Amy Easum at 316-978-3627. Packing shall not exceed 1,000 per box in individual chipboard boxes or 1,000 per shrink wrapped package, shipped several boxes/packages per carton; marked for inside delivery.
<b>CASE SPECIFICATIONS – Revised Per Addendum 2</b>				
	<b>Emporia State University</b>	<b>Ft. Hays State University</b>	<b>Kansas State University</b>	<b>Wichita State University</b>
<b>Size</b>	for 8.5" x 11"	9.5" x 11.5"	for 11" x 8.5"Diploma Insert – Traditional for 11" x 17" Diploma insert – College of Veterinary Medicine	To hold 8.5" x 11" diploma insert
<b>Case Material</b>	10 pt Lexatone. Cover has a texture to simulate leather. Black Color.	Imitation leather, synthetic, firm, soft & pliant or number one quality, full grained imitation leather. The outside cover is Black with Fort Hays State University stamped in genuine 24-carat gold leaf.	Diploma cover is grainy, imitation leather, Purple PMS 527	1. Color - black: Grain or Lexitone finish. 2. Kivar 9 with a clear pyroxylyn top coat to provide durability
<b>Case Board</b>	.080" Davey Board	.060" Davey board	.080" warp-resistant Davey Board. No chip or straw binder's board will be accepted.	Laminated foam board consisting of a base of 80 point Davey Red Label Board, with a 1/8" foam center and a 20 point chipboard top liner.
<b>Case Construction</b>	ALL: The case must be neatly constructed. No baggy cases will be accepted. The case must be folded and turned neatly so that all four corners coincide when the case is closed.			

<b>Wadding</b>	5/32" foam & 18 pt. Chipboard	A lamination of 3lb. White cotton wadding is glued to the case board. A second lamination of nine-point card middling separates the wadding from the leather. The protective lamination must cover the entire wadding. None of the wadding can be exposed to the leather.	A lamination of 1/8" foam to be glued to the case board. A second lamination of 18pt. Chipboard to separate the wadding from the cover material. This lamination must cover the entire foam (foam cannot be exposed to the cover material).	An 8½" x 11" piece of clear acetate is to be furnished for each Case.
<b>Embossing</b>	Gold hot stamp school logo 2" in diameter on front cover		Approximate 3" school seal followed by one line of stamping (3/8" – ½" high) is to be stamped in gold leaf centered on the front of the cover. Single line of stamping (7/8" high) to read Kansas State University	There shall be a single line blind embossed panel on the front of the Case (see sample). A gold seal shall be fixed on the front cover using a two dimensional modeled die (what would normally be black, if printed, would be gold).
<b>Corners</b>	Round/square	square	square	All four corners must be neatly tucked.
<b>Embossed</b>	double line frame front & back	The sharp single line frame is embossed approximately 5/8" from the edge of each case.		
<b>Lining</b>	18 bar gold moire silk taffeta formed over. Case hinger shall consist of the same material as inside lining. Consists of 2 pads with one pad to have moire satin corner ribbons 7/8" wide mounted on each of the four (4) corners of the pad which will hold the diploma insert. Moire tucked under.	18 bar bright gold moire taffeta, warp 93.4 (100 denier) 26 filaments, filling 206.5 (200 denier) 52 filaments. The gold moire silk taffeta has a lamination of white paper.	18 bar white moire silk taffeta formed over Moire edges are square with satin corner ribbons (purple) 7/8" wide, mounted one each of the four corners of the pad that will hold the diploma insert.	1. The lining consists of two 8½" x 11" pads. 2. Liner material: Genuine taffeta, 180 denier with non-fray coating, laminated to 24 point bright white beverage board. 3. The right-hand pad will have four <u>white</u> corner ribbons to hold the diploma snugly. Ribbons to be 100% acetate, color-fast #5 ribbon. 4. The lining pads shall be free of wrinkles, in line, and glued neatly and securely in place. 5. An etching of one of the school buildings will be reproduced on the top lining-pad. 6. White moiré color.
<b>Lining Board</b>	.025 +/- .001 325 lb/ream 28x34	.024 +/- .001. Actual weight 400 lbs per ream 28"x34". The flexible lining board must be free	.025"	24 point bright white beverage board.

		from grain.		
<b>Hinge</b>	Cover is hinged long side at the top.	The case is horizontal, long top hinge up and tucked with a smooth black finish.	Cover is 11" x 8.5" landscape orientation, hinge on side fold.	The hinge of the case will be on the shortest (left) side and is to consist of the same material as the outside cover.
<b>Envelope</b>				A clean, strong white envelope that will fit the case snugly is to be furnished with each diploma case.
<b>Other</b>	Must furnish clear protector (acetate) for each Case.		Image of Anderson Hall to be applied to the left pad in black with half tone screen. Must furnish clear protector (acetate) for each Case, 11" x 8.5"	Quote one-time die charges separately from per unit cost of the covers.